



ATTENDANCE POLICY FOR STUDENTS

Last reviewed- Autumn 2018	Date of next review-Autumn 2020
HEADTEACHER	Author: Deputy Headteacher

Worthing High expects all students in Years 7-11 to attend school during every session when attendance is required, arriving punctually to each morning and afternoon session unless either medically unfit to do so or due to other exceptional circumstances. Students are registered in two formal sessions in the morning and P4 in the afternoon. They are also registered at the start of every lesson, using Lesson Monitor.

If a student is unable to attend school then it is the responsibility of the parents/carers to contact the school on the first day of absence using the number 01903 229290 before 10.30am. Reason for absence should be given, together with an estimated date of return. Prolonged absence and/or frequent intermittent absences will be investigated by the Education Welfare Officer.

An automated absence line using School Comms is used to inform parents automatically when their child is not present for the first lesson of the day and has not signed in late. When there is no response from School Comms, then this is followed up by the Pastoral Leaders.

Persistent or repeated absences during which there has been no appropriate explanation by parents will warrant intervention.

Students who are persistently late for school will be given a detention.

Worthing High School Policy is not to grant family holidays during term time in line with government guidelines. This impedes the educational progress of students and disadvantages them in the lead up to exams and time spent on coursework preparation. Students are only in school for 190 days each year, this means there are 175 days in the year to take holiday and arrange appointments.

When a student returns to school after a sustained period of absence, as a result of illness or for any other reason, then the students and parents will be seen by the Pastoral Leader, and a suitable reintegration programme will be planned.

Where students are educated off site it is expected that a clear method of communication is established between the place of provision, home and school to allow attendance to be tracked and recorded. Any absences and records of attendance will be recorded on the student files. Patterns of absence will be analysed and followed up as outlined in the attendance procedures guidance.

Information to Students and Parents

Attendance and the Law

The law states that parents are responsible for ensuring their children's regular and punctual attendance at school. If students fail to attend regularly – even if you miss school without your parents knowing – the Local Authority (LA) may take legal action against them. Parents can be the subject of legal proceedings in the Magistrates Court if this fails to happen. Each parent could be fined up to £2500 and/or three months imprisonment for each child who fails to attend regularly.

None of us want this to happen.

Use the tables below to check both your attendance and your punctuality.

If your Attendance over the school year is...	this is how many school days you have missed	which is approximately this many school weeks	which is this number of lessons missed
95%	10	2	50
90%	19	4	95
85%	29	6	145
80%	38	8	190
75%	48	10	240
70%	57	12	285
65%	67	14	335
60%	76	16	380
55%	86	18	430
50%	95	19	475
45%	105	21	525

Here is what happens if you are regularly late for school!

If you are this many minutes late for school each day	This is how many hours teaching that you miss
5 mins	16
10 mins	32
15 mins	48
20 mins	64
25 mins	80

ATTENDANCE PROCEDURAL GUIDANCE

We are all committed to providing the very best opportunity for the students at Worthing High to achieve and develop into positive young adults. In order to do that it is vital that they have the highest attendance possible. The procedures below outline the steps that are taken to monitor and intervene to promote high attendance, providing support where required.

The following attendance patterns are monitored and analysed:

1. Attendance of individuals within a tutor group (daily/weekly)
2. Patterns of attendance (key individuals) within a community (weekly)
3. Overall attendance by year group and community (weekly)
4. Attendance of whole school and key groups of students (weekly)

Frequency	Action	Responsible
Daily	<ol style="list-style-type: none"> 1. AM/PM registers taken on time and accurately by form tutors/Period 4 Staff 2. Lateness entered, registers checked (intervention taken if necessary) and Truancy Call sent out. Responses monitored and actioned accordingly. 3. Students on "concern list" contacted directly if absent. 	<ol style="list-style-type: none"> 1. Form tutors/Period 4 staff 2. Student Services 3. Community Leader
Weekly	<ol style="list-style-type: none"> 1. Register accuracy reported to Deputy Head 2. Review and sharing of attendance concerns in forms 3. Weekly attendance figures split by community. 	<ol style="list-style-type: none"> 1. Data Manager 2. Community Leaders/Pastoral Leaders with form tutors (briefing) and with line manager (meeting) 3. Data Manager
Weekly	<ol style="list-style-type: none"> 1. Support staff run codes report to clear and check for each community 	<ol style="list-style-type: none"> 1. Community leader
Monthly	<ol style="list-style-type: none"> 1. Overall attendance for community and year group run and analysed. 2. Attendance for key learner groups analysed with intervention planned 3. Information and actions for Pastoral Leaders 	<ol style="list-style-type: none"> 1. Data manager and Deputy Head 2. Deputy Head 3. Pastoral Leaders
Half Termly	<ol style="list-style-type: none"> 1. Overall attendance by % threshold by community analysed with actions planned. 	<ol style="list-style-type: none"> 1. Community Leaders and line manager.

Patterns of attendance and individuals who require intervention are identified and support put in place according to the guidance below which also outlines the responsibility of all staff in promoting and maintaining high levels of attendance:

Group/Individual	Action required
The Role of Tutors	<ul style="list-style-type: none"> • Ensure all attendance issues are dealt with during the morning registration period • Complete registers accurately. Take the register promptly. Any students arriving after the register has been taken are marked as late and this is to be followed up with a sanction. Save the register and close. • Be aware of the weekly attendance pattern for individual students and look for patterns of non-attendance or lateness and raise concerns regarding students with the Pastoral Leader. • Promote high attendance with the form group, celebrate it within the form and address issues with a restorative practices language • Review the weekly patterns of the form with Community Leader in weekly briefing and support with information and intervention as required.

The Role of Teachers	<ul style="list-style-type: none"> • Complete Lesson monitor registers at the start of every lesson. • Welcome positively any student who has been absent and assist pro-actively with their catching up, utilise the support of TAs if appropriate. • For any student entering late to the lesson, update the Sims register and enter the minutes late and save. • Students arriving late on 3 occasions should receive a catch up sanction (this can be tracked with a quick use of the history button)
The Role of Community Leaders and Pastoral Leaders (Line managers)	<ul style="list-style-type: none"> • Follow up short term absences with Form Tutor; for those on a concern list follow up directly on the first day of absence by phoning home. • Raise attendance progress and individual concerns with tutor team in morning briefings; follow up on late registers or errors in registers. • Discuss overall attendance patterns and individual concerns with line manager, using weekly, monthly and half termly analysis to send out attendance letters of concern (85-90%). • Discuss student concerns with line manager and set up “concern list” for more daily monitoring • Where a student is on a School Attendance Action Plan (SAAP) assist in keeping accurate records and celebrating progress • When a student reaches below 90% attendance discuss with line manager whether to present a case file to the EWS for referral and action. • Attend any meetings as part of a referral to EWS and working pro-actively and positively with outside agencies. • Follow up any student missing during the school day and ensure unexplained reasons are documented or sanctioned. A comment should be added on SIMS so a red flag occurs. • Ensure students returning from a sustained period of absence are seen. Students requiring reintegration to have a plan in place with appropriate support in liaison with the SENCO • Refer to attendance in assemblies, celebrate and promote awards for high/full attendance • Assist and mentor new form tutors in registration and attendance procedures. • Monitor punctuality of students and set up lateness reports as required. • Ensure amendments to registers are completed by the end of Friday every week and liaise with the attendance officer. • Engage with the Data Manager in the analysis of community and key groups’ data each month to ensure the data is correct. • Plan with the Deputy Head and line manager the intervention required as part of all of the above and also the half termly pastoral monitoring. Ensure intervention is put in place and impact is measured. • Where students are following personalised timetables ensure the coding on their timetable is correct so that it can be printed and stuck in their planner for accuracy – liaison with the CL and Data Manager.

Responsibilities of Attendance Officer and SIMS Manager	<ul style="list-style-type: none"> • Ensure the registers are completed and checked every day, return report to Deputy Head for intervention as required. • Retrieve and record all absence line messages and phone messages related to absence, sent out via School Comms. Record and save all replies to ensure registers are accurate. • Provide the code reports for checking weekly • Provide whole staff reports on attendance data • Provide the data for the termly awards • Draw up the data and submit the returns for the reports to Local Authority • Liaise with SENCO re returns for data requests for vulnerable groups' attendance. • Check and follow up any missing codes due to staff error/absence or alternative curriculum provision • Student services to code when a child goes home ill or has a medical appointment.
The SENCO	<ul style="list-style-type: none"> • SENCO to ensure they gather information on attendance issues from Community Leader when IBPs/IEPs/PSPs are set up. • To be made aware of students on SAAPs. • To support students who are being reintegrated into school/lessons. The reintegration will be set up and monitored by the Community Leader.
The Role of the Deputy Head	<ul style="list-style-type: none"> • Ensure the attendance policy and procedures are implemented fully by all staff. Review the attendance policy at regular intervals • Attend Referral meetings as requested by Community Leaders • Promote good attendance with parents and the wider community, the importance of it and their role in achieving it. • Ensure statutory returns are made. • Report attendance data and associated issues to the governing body through the governors. • Keep full and accurate year-on-year attendance data.

The Role of Parents	<ul style="list-style-type: none"> • Support the school's attendance policy and make every effort to work in partnership with the school to ensure students attend and are punctual. • Inform the school of any reason for absence on the first day by telephone • Confirm absence reasons in planner or by letter • Inform the school of any reason that may affect the child's ability to attend school regularly (e.g medical condition) • Provide medical evidence of any prolonged/frequent absence due to illness • Support the student in being required to catch up learning after absence. • Acknowledge communication from the school regarding attendance by responding to letters or attending meetings in school as required. • Do not take holidays in term time; agree to schools attendance policy with regards to holidays in term time. • Avoid making medical or dental appointments in school time.
The Role of Students	<ul style="list-style-type: none"> • Attend every school session on time • Avoid medical/dental appointments in school time

	<ul style="list-style-type: none"> • Sign in at reception if arriving late to school • Bring a note in the student planner to confirm reason for absence on return • Ensure Pastoral Leader is seen on the return to school • Take responsibility for catching up any missed learning after any absence • Respond positively to strategies for improving attendance and punctuality • Accept responsibility for own actions and how this impacts on others
The Role of Governors	<ul style="list-style-type: none"> • To support the school's attendance policy • To have a named governor who has special interest in attendance • Attend school based meetings relating to attendance as required/invited to do so.

Truancy:

If Truancy of a student is confirmed the Pastoral Leader should ensure:

- The correct code is entered on the student's attendance record
- The school sanction is implemented
- The information is recorded on the student's school record
- Parents/carers are contacted by telephone and logged on Sims.
- Post registration truancy will be identified using Sims lesson registration records; Pastoral Leaders will monitor this as part of their daily/weekly checks. Students will be followed up with the appropriate school sanction.
- Students who need to leave the school premises during the school day must have a letter or note in the planner identifying the time/date and reason. This must be shown to the form tutor at AM registration and again when signing out. No student should leave at lunchtime unless they have a medical appointment.
- Student's leaving a lesson whilst on school premises during the day must have their diary signed by the member of staff to say why they are out of class with the reason and time.
- A student must never leave the school premises without the permission of parents/carers
- Students on a personalised timetable must have documentation in their planner giving details of the activities, venue, time and day.

Rewards:

Worthing High rewards high or full attendance in the following ways:

- Termly 100% attendance certificates and recognition in main assembly
- One criteria for other rewards alongside the merit system

Policy review:

This policy and its associated guidance will be reviewed every two years.